



ELEVATING WRITERS & THEIR ART

COMMUNICATIONS OFFICER

Hours: Part-time 14hrs per week Mondays & Tuesdays. Flexible work hours may be negotiated with the successful candidate.

Contract: One (1) year fixed term position. The first six (6) months will be a probationary period.

Start Date: Mid March 2023

Location: MARION is based in the ACT. While the successful applicant will work remotely, they will also need to be physically present in the ACT on a weekly basis.

Reporting to: MARION CEO, Meg Wilson

Remuneration: Social, Community, Home Care and Disability Services Industry Award Level 4 pay point 1 pro rata

Responsible for: Creating materials that capture the impact and worth of the organisation's work, as well as conveying key information and guidance to relevant audiences and stakeholders. This role involves close collaboration with the Design Manager, as their duties will often involve joint initiatives.

MARION is seeking an excellent communicator, with strong editing skills, demonstrated experience working autonomously and the ability to thrive in a fast-paced work environment. MARION's Communications Manager is responsible for creating and curating all internal and external documentation for the organisation, including but not limited to: writing media releases, editing the annual report, developing news stories and creating content for social media.

MARION is a values-based organisation with flexible working options available for the successful candidate. MARION is an equal opportunity employer, and we particularly encourage applications from First Nations Peoples, people who identify as culturally and linguistically diverse, LGBTQIA+ individuals and people who identify as having a disability or chronic illness.

Founded in 1995, as the leading organisation for writing in the ACT region, MARION supports and grows the innovative, diverse, and established writing sector that is a part of our vibrant arts landscape.

Duties:

- Create content across all channels, including the website, social media, and enews which captures the impact of MARION programs and resources. Content will be primarily text-based but will include multimedia where possible.
- Assist Design Manager in developing and managing strategic communications plan.
- Edit content for key documents, including the Annual report, grant applications and public statements.
- Create and drive media campaigns for MARION initiatives, including development of media releases to appropriate media (e.g. The Canberra Times, City News, BMA, Daily Capital website, Artsound radio, etc.)

- Support program announcements (including producing press releases), and drive interest and sales across the full range of MARION's activities
- Support MARION advertising and marketing campaigns
- Support content development for fundraising and new partnership approaches
- Support the production of key corporate and funding support material as required
- Provide event support and assistance
- Other duties as required.

Selection Criteria:

- Experience in editorial, journalistic or other communication roles
- Proven track record of being able to develop and create engaging content
- Exceptional time management skills and ability to priorities

Desirable:

- Understanding use of Squarespace and Adobe Creative Cloud
- Understanding and connection to the ACT arts Sector
- Understanding and passion for the Australian literary sector and cultural landscape.
- Experience in working with and understanding funding bodies.

Applications for this role must be received by 9am on Tuesday 28 February. To apply, please submit the following to Meg Wilson at ceo@marion.ink

- A cover letter addressing the selection criteria (no more than 2 pages).
- A copy of your CV.
- 1 - 3 examples of your work, that you have either edited, curated or written.
- Optionally: A little bit about the last book you read (or listened to) or a book that resonated with you.

To schedule a confidential conversation about this role, please contact Meg Wilson, CEO, MARION, at ceo@marion.ink